15

REPORTS INVENTORY

PREPARE IN DUPLICATE · DDS-OTR-LS-9

1. TITLE OF REPORT (if a fill-in report include Form No.)	2. TYPE OF REPORT		
ANNUAL PROGRAM CALL -- RESPONSE TO PROGRAM CALL	XXX	STATISTICAL	
	XXX	NARRATIVE	
		MACHINE-NAME LISTING	

3. FUNCTIONAL AREA		
	PERSONNEL	XXX TRAINING
	LOGISTICS	SECURITY
	MEDICAL	XXX FINANCE

ADMIN. GENERAL
OTHER (specify)

4. NO. OF COPIES PREPARED	5. FREQUENCY (weekly, monthly, quarterly, etc.)	6. DISTRIBUTION (No. of components not number of copies)
3	Annual	1

7. FORMAT (memorandum, form computer print-out, etc)	8. ADP PROCESSING		9. DIRECTIVE AUTHORITY REQUIRING REPORT
		YES	
	XXX	NO	IF YES GIVE ADP PROCESSING NO.

10. PREPARING COMPONENT (include lowest level contributing information to report)	11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.)
C/LS	6 (Requirements submitted by Dept. and Branch Chiefs)

12. COST FACTORS

A. MANUAL PREPARATION AND REVIEW COSTS

GRADE	HOURLY RATE	X	HOURS PER REPORT	=	COST PER REPORT	X	TIMES PREPARED	=	COST PER YEAR
GS-14	11.00		40		440.00		1		440.00

B. COSTS OF COMPUTER PRODUCED REPORTS

TOTAL COSTS PER YEAR	$440.00

13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.

This report is a project of personnel and fund requirements
based upon project needs for a given period in the future.

14. FUTURE GOALS

GOAL PROPOSED BY COMPONENT FOR THIS REPORT	ESTIMATED SAVINGS	
XXX RETAIN AS IS ☐ OTHER (explain)	MAN-HOURS	DOLLARS
☐ CHANGE	0	0
☐ DISCONTINUE		

16. DATE OF INVENTORY	17. NAME AND TITLE OF PERSON FURNISHING INFORMATION	18. EXTENSION
9/21/70	Chief, LS	

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FORM 112 · Classification · (22-26-43)